

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

LAND SURVEYOR MANAGER

JOB DESCRIPTION

Employees in this job have responsibility for the planning and directing of professional land surveying activities of a number of survey crews in an area of the state. The employee works within general methods and procedures and exercises considerable independent judgment to select the proper courses of action. The work requires thorough knowledge of the policies, procedures, and regulations of a departmental survey program, and some knowledge of supervisory techniques and personnel policies and procedures.

There are three classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Land Surveyor Manager-2

Land Surveyor Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

Position Code Title – Land Surveyor Manager-3

Land Surveyor Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, as a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title – Land Surveyor Manager-4

Land Surveyor Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

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JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Directs the preparation of survey maps, plans, and exhibits.

Provides surveying expertise to special surveying problems.

Reports facts and conclusions reached from the results of surveys by correspondence or conferences with the requesting agencies.

Meets with planning and design engineers and architects to determine pertinent information required for project plans.

Solves field problems of survey crews by providing needed information from the central office.

Handles correspondence directed to the surveying unit and has liaison with other surveyors and officials of various other agencies.

Maintains close liaison with the Attorney General staff and serves as a professional witness in court cases involving submerged land disputes.

Participates as an instructor in training sessions for other divisions.

Performs preparatory research for upcoming surveys.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of mathematics, mathematical tables, and computations applicable to the work.

Thorough knowledge of principles, practices, and materials used in survey work.

Thorough knowledge of surveying instruments and equipment and their use and care.

Thorough knowledge of state law regarding the establishment of plats, property lines, and survey monuments.

Thorough knowledge of training and supervisory techniques.

Thorough knowledge of equal employment practices.

Ability to instruct, direct, and evaluate employees.

Ability to coordinate an office-field surveying activity.

Ability to train others in surveying work.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Working Conditions

Employees may be required to travel.

Employees must be able to use surveying equipment.

Physical Requirements

Some jobs require an employee to traverse rough terrain.

Some jobs require an employee to bend, reach, and stand for long periods.

Education

Possession of a bachelor's degree in surveying.

Experience

Land Surveyor Manager 13

Two years of experience equivalent to a Land Surveyor P11.

OR

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One year of experience equivalent to a Land Surveyor 12, Land Surveyor-Licensed 12, or Land Surveyor Specialist-Licensed 12.

Land Surveyor Manager 14

Three years of experience equivalent to a Land Surveyor P11.

OR

Two years of experience equivalent to a Land Surveyor 12, Land Surveyor-Licensed 12, or Land Surveyor Specialist-Licensed 12.

OR

One year of experience equivalent to a Land Surveyor Manager-Licensed 13 or Land Surveyor Specialist-Licensed 13.

Land Surveyor Manager 15

Three years of experience equivalent to a Land Surveyor Licensed 12 or Land Surveyor Licensed Specialist 12.

OR

Two years of experience equivalent to a Land Surveyor Manager-Licensed 13 or Land Surveyor Licensed Specialist 13.

OR

One year of experience equivalent to a Land Surveyor Manager-Licensed 14 or Land Surveyor Licensed Specialist 14.

Special Requirements, Licenses, and Certifications

Possession land surveyor license in accordance with the provisions of Public Act 240.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB AND POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

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Job Code Description

Land Surveyor Manager

Position Title

Land Surveyor Manager-2

Land Surveyor Manager-3

Land Surveyor Manager-4

Position Code

LANSMGR2

LANSMGR3

LANSMGR4

Pay Schedule

NERE-103

NERE-104

NERE-105

ECP Group Three
Revised 12/13/01
KM/VLWT/MBK/JPA